

ZOOM INC. GSA CONTRACT TERMS & CONDITIONS



GSA CONTRACT GS-03F-117DA

Schedule FSC Group 71 Furniture

Contract Period June 21, 2016 — June 20, 2021

BUSINESS SIZE	WOSB Woman Owned Small Business	
CUSTOMER INFORMATION:		
SPECIAL ITEM NUMBERS	712-1	Project Management (Furniture and Furnishings Related)
	712-2	Assets Management (Furniture and Furnishings Related)
	712-3	Reconfiguration/ Relocation Management (Furniture and Furnishings Related)
	712-4	Furniture Design/Layout
	712-6	(Furniture and Furnishings Related) Assets Maintenance
	712-99	Introduction of New Services/ Products
MAXIMUM ORDER	\$500,000.00 net	
MINIMUM ORDER	\$500.00 net	
POINTS OF PRODUCTION	Dependent on manufacturer	
GSA DISCOUNT FROM LIST-Services	9.82%-19%	
QUANTITY DISCOUNTS	1%> \$50,000, 2.5%> \$100,000	
PAYMENT TERMS	Net 30 Days from receipt of invoice	
GOVERNMENT CREDIT CARD	Accepted below and above micro-purchase thresholds	
FOREIGN ITEMS	None	
TIME OF DELIVERY	30 Days ARO	
EXPEDITED DELIVERY	May be available, contact Contractor	

FOB POINTS	DESTINATION
ORDERING ADDRESS	Zoom Inc PO BOX 2042 Rockville MD 20847
WARRANTY	Standard Commercial Warranty
TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:	Credit Cards Accepted
TERMS & CONDITIONS FOR MAINTENANCE & REPAIR	Contact Zoom Inc. for details
TERMS & CONDITIONS FOR INSTALLATION	Contact Zoom Inc. for details
TERMS AND CONDITIONS FOR ANY OTHER SERVICES	Contact Zoom Inc.
DUNS	19-409-2313
SAM REGISTRATION	SAM/CCR/ORCA Registered
CAGE CODE	43AHZ
CONTRACT ADMINISTRATOR	
Carolina Acevedo Pardo	
Zoom Inc.	
Phone: 240-715-3942	
Fax: 301-299-7166	
email: carolina@zoominc.org	
website: www.zoominc.org	

GSA APPROVED RATES

LABOR CATEGORY	GSA NET HOURLY RATE
Project Manager Sr.	\$109.16
Project Manager	\$81.61
Designer Sr.	\$81.61
Foreman	\$72.54
Installer Sr.	\$58.94
Installer	\$45.34
Warehousing	\$2.50 / Sq ft
Furniture Refinishing, cleaning etc.	\$66.20
Ergonomist	\$126.95

PERSONNEL DESCRIPTIONS

Job Title:	Project Manager, Sr.
Minimum/ General Experience	25 Years
Minimum Education Required	Bachelor's Degree
Functional Responsibility	<p>The project manager is responsible for the overall technical management of specific projects and ensuring that the technical solutions and schedules are implemented in a timely manner. As the client's main point of contact (POC), the project manager supports all aspects of the project including cost schedules, documentation preparation, and quality control. The project manager is also in charge of interfacing with subcontractors and clients, and ensuring a smooth process.</p> <p>Oversees all aspects of the project, including but not limited to asset management, space planning, furniture and finish specifications, furniture installation, and move management. Ensures adherence to established contract requirements, regulations, laws and rulings of government authorities.</p> <p>The Senior Project manager's years of experience provide an added expertise and care for each aspect of the project, and careful follow through with project intent.</p>
Job Title:	Project Manager
Minimum/ General Experience	10 Years
Minimum Education Required	Bachelor's Degree
Functional Responsibility	<p>The project manager is responsible for the overall technical management of specific projects and ensuring that the technical solutions and schedules are implemented in a timely manner. As the client's main point of contact (POC), the project manager supports all aspects of the project including cost schedules, documentation preparation, and quality control. The project manager is also in charge of interfacing with subcontractors and clients, and ensuring a smooth process.</p>

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Job Title:	Designer, Sr
Minimum/ General Experience	10 Years
Minimum Education Required	Associate's Degree
Functional Responsibility	Develop designs that fit the need of the client and end users, for office, healthcare, library, reception spaces and more. Specifies furniture, and drafts accurate floor plans, furniture layouts and installation drawings. The designer will also conduct field measurements to verify space dimensions and ensure the success of the design and installation process.
Job Title:	Installer Sr**
Minimum/ General Experience	5 Years+
Minimum Education Required	High School
Functional Responsibility	Responsibilities include: loading and unloading furniture from trucks. Assembly and disassembly of modular furniture. Reads, interprets, and implements schematic drawings for installation purposes.
Job Title:	Installer Jr**
Minimum/ General Experience	1-5 Years
Minimum Education Required	High School
Functional Responsibility	Responsibilities include: loading and unloading furniture from trucks. Assembly and disassembly of modular furniture. Reads, interprets, and implements schematic drawings for installation purposes.
Job Title:	Foreman**
Minimum/ General Experience	10 Years
Minimum Education Required	High School
Functional Responsibility	Responsibilities include: managing product deliveries and warehouse organization, coordinating installers in warehouse and on job site. The foreman will have

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	much experience with furniture installation and will help to troubleshoot on site issues as they arise.
Job Title: Minimum/ General Experience Minimum Education Required Functional Responsibility	Furniture Refinishing and Repair** 1-5 Years High School Refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood and metal properties, finishes, and furniture styling. Moves furniture to specified areas of work.
Job Title: Minimum/ General Experience Minimum Education Required Functional Responsibility	Ergonomist Ergonomic Certificate Professional Certification The ergonomist will conduct site visits in order to analyze the interaction between people and their work environment and understand the problem areas. The ergonomics assessment, performed by a trained ergonomist, does not disrupt the working person for more than half an hour. After review of the evaluation, solutions are recommended by either a change in arrangement of existing conditions, or ergonomic products are recommended to order for the end-user. Upon request, we also provide a quote and follow through with installation.